

## Getting prequalified

We require all suppliers who wish to trade with us to undergo a prequalification process via the **Prequalification Questionnaire Section 1**. Suppliers are assessed against minimum competency and capability requirements based on the associated risk of the good or service offering.

Suppliers deemed to be onsite (Sydney Water site or RDC-managed Sydney Water site) are also required to complete the **Prequalification Questionnaire Section 2** and are required to subscribe to **Beakon**, a third- party managed service for safety prequalification and electronic permit to work (ePTW). Fees apply for Beakon subscription, and user pay model applies.

The prequalification process aims to facilitate, but not replace, the tender assessment for individual projects.



As your organisation's nominated supplier contact, follow this guide to action prequalification **via invitation email**, and to understand what we require as part of our prequalification process.

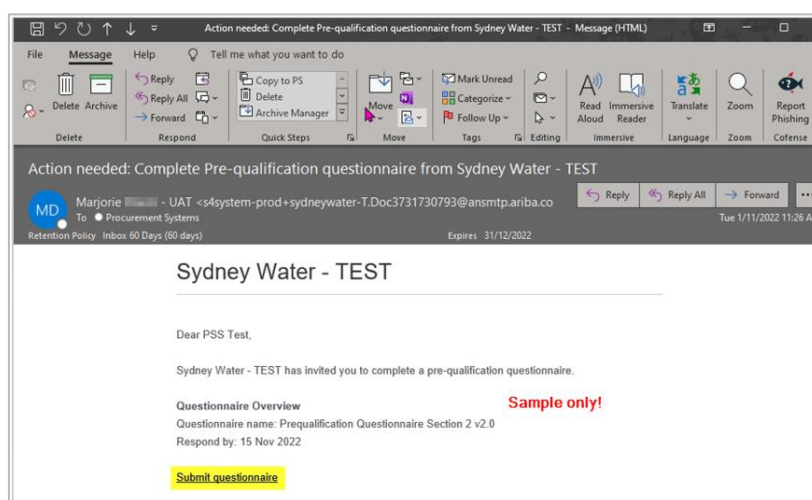
Related **Sydney Water** guides:

[Accessing supplier questionnaires and sourcing opportunities](#) - If you have submitted a response to a Sydney Water supplier questionnaire / sourcing opportunity in the past, you may follow this guide to access the prequalification questionnaire/s.

[Responding to supplier questionnaires and sourcing opportunities](#)

## 1. Action the prequalification questionnaire invitation email

Click the link **Submit questionnaire** and refer to [Logging in or signing up to SAP Ariba](#) on how to action the email.



The Prequalification Questionnaires are under the Questionnaires section on your **Ariba Proposals and Questionnaires** dashboard.

## 2. Open the prequalification questionnaire/s

[Download Tutorials](#)  
[Update Profile](#)

Home

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
<a href="#">Supplier Registration Questionnaire</a>	Doc4930487653	27/12/2024 11:38	(no value)	(no value)	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (3)					
<a href="#">Prequalification Questionnaire Section 1 v2.0</a>	Doc5051052823	13/12/2025 16:44	(no value)	(no value)	Not Responded
<a href="#">Prequalification Questionnaire Section 2 v3.0</a>	Doc5073610311	31/3/2025 17:39	(no value)	(no value)	Not Responded

## 3. Respond/update the prequalification questionnaire/s

### Important information:

The following sections provide an **overview only** of the type of questions being asked in the prequalification questionnaires.

For detailed guide on how to respond to the questionnaires, refer to [Responding to supplier questionnaires and sourcing opportunities](#).

When providing [attachments](#), be aware that only one (1) file is allowed. If you need to attach multiple documents, compress them into a zip file with a **maximum of 100mb per file**.

When providing [insurances and certificates](#), ensure to enter the **Certificate Details**. When these are about to expire or are expired, the same Certificate Details on the questionnaire should be updated. See Section 8.2.

### 3.1 Prequalification Questionnaire Section 1

This prequalification questionnaire aims to understand your competency and capability around the following risk areas:

- Quality
- Environmental
- Corporate Social Responsibility
- Business Resilience
- Financial
- Industrial Relations / Human Relations

### 3.1.1 Declaration Content

When the declaration statement is agreed with, required sections will be visible.

Console

Doc5051052823 - Prequalification Questionnaire Section 1 v2.0

Time remaining  
270 days 06:24:54

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 About Sydney Water S...

2 Declaration

3 Quality

4 Environmental

5 Corporate Social Res...

6 Business Resilience

7 Financial

8 IR or HR

All Content

Name ↑

▼ 1 About Sydney Water Supplier Prequalification

1.1 Sydney Water conducts supplier prequalification process and manage tender activities using Ariba eProcurement technology.

Successfully completing a prequalification exercise does not guarantee that we will invite you to a tender or award you any business, contract or purchase order.

Only **one** attachment per question is allowed. If you want to attach multiple documents, please consolidate them into one file. All file types are accepted except ".EXE" and ".RAR".

All supporting documentation must be controlled versions and include Date of Issue, Version Number and Approved By information.

1.2 To meet Sydney Water's prequalification requirements, you must complete Prequalification Questionnaire Section 1 and Prequalification Questionnaire Section 2.

▼ 2 Declaration

2.1 I confirm the responses submitted below are true and evidence to support these responses will be requested. Participation in this prequalification exercise does not guarantee participation in a tender activity or award of business.

\* Yes ▼

▶ 2.2 Supplier Information

▶ 3 Quality More... +

▶ 4 Environmental More... +

▶ 5 Corporate Social Responsibility

▶ 6 Business Resilience

▶ 7 Financial More... +

▶ 8 IR or HR

(\*) indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

### 3.1.2 Supplier Info

▼ 2 Declaration	
2.1 I confirm the responses submitted below are true and evidence to support these responses will be requested. Participation in this prequalification exercise does not guarantee participation in a tender activity or award of business.	* Yes ▼
▼ 2.2 Supplier Information	
2.2.1 What type of supplier are you?	* <input type="checkbox"/> Subcontractor (Supplier engaged to carry out work or services on site under a subcontract agreement with Sydney Water or one of the RDPs) <input type="checkbox"/> Goods Supply Only (Supplier that provides tangible goods or materials for use in delivering the work for the Principal or directly for use by Sydney Water or one of the RDPs) <input type="checkbox"/> Services Supply only (Services include any work on Sydney Water owned and operated site/asset including any construction or high risk work, inspecting, testing, maintenance, commissioning, using high risk plant/equipment, geotech work etc.) <input type="checkbox"/> Goods & Services Supply (Supplier that provides goods and services) <input type="checkbox"/> Professional Consultant Services (Supplier that offers professional / expert advice (e.g. solicitors, legal services, marketing, education and training and entertainment), design services or design and construct services)
2.2.2 Does your company or will your company work on, or subcontract work on a Sydney Water owned and operated asset and/or site (including any RDP managed site)?  Work includes inspecting, testing, commissioning, surveying or geotech work. Work also includes any high risk work on a Sydney Water site/asset such as unloading vehicle with hyab, crane, mobile equipment or any plant that requires a licence by the driver, delivery or pick up of chemicals such as biosolids, waste or bulk dangerous goods. If you are a Principal Contractor to Sydney Water, you must answer 'Yes' to this question. If your company only undertakes work onsite that is office or administratively based such as professional consultant, then answer 'No' to this question.	* Yes ▼ <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;">             If you answer "Yes" to this question, you will be required to complete Prequalification Questionnaire Section 2 and subscribe to Beakon, a third-party managed service for Safety prequalification and electronic permit to work (ePTW).           </div>
2.2.3 What is your company's legal entity status?	* Private Company ▼
2.2.4 Provide a brief description of your company and work generally provided including the number of years the company has been providing the services for which it seeks qualification.	* <div style="border: 1px solid #ccc; height: 40px;"></div>
2.2.5 Please indicate the corporate structure of your company: including ownership, subsidiaries or affiliates, parent company, belonging to corporate group or JV, and full legal names and addresses if applicable.	* <div style="border: 1px solid #ccc; height: 40px;"></div>
2.2.6 Are there any court actions and/or industrial tribunal hearings against your company, or any unresolved issues relating to Health and Safety, or other regulatory investigations?	* Unspecified ▼
2.2.8 What's your company's annual turnover over the last 3 years?	* <div style="border: 1px solid #ccc; padding: 5px;">           Year1: xxxxx AUD            Year2: xxxxx AUD            Year3: xxxxx AUD         </div>
2.2.9 Please provide supporting documentation / evidence	Attach a file

Skipped numbers indicate conditional questions, i.e., questions that become visible based on the response to the previous question.

### 3.1.3 Quality

We would like to ensure our suppliers provide quality goods / services as this has direct impact to our customers. These questions will give us an idea of your quality assurance process.

▼ 3 Quality		Less... -
If your certificate is expiring in the next month or has expired, <b>DO NOT UPLOAD</b> , as Sydney water will reject your prequalification.		
3.1 Does your company have a Quality Management System certified to the latest version of AS/NZS ISO 9001, relevant to the goods or services being provided to Sydney Water?	①	* Unspecified ▼
3.16 Please confirm whether any of your services will be outsourced, explain the reason for doing so and attach the certifications/licenses that the outsourced contractor(s) possess. For the avoidance of doubt further subcontracting of services will only be accepted in exceptional circumstances.		* Unspecified ▼
3.20 Does your organisation provide laboratory inspection and testing services like Watermain Pressure testing, Concrete testing, Weld inspections (both metal and plastic) and/or Soil Compaction testing?  Sydney Water Management Specification 6.4 "Inspection and Testing" requires that all laboratory tests must be performed by laboratories registered with the National Association of Testing Authorities (NATA) or equivalent authorities accredited by JAS-ANZ.		* Unspecified ▼
3.22 Do the tasks your company perform require trade licences (e.g. Electrical / Plumbing)? ①		* Unspecified ▼

### 3.1.4 Environmental

We aim to provide services to our customers with minimal environmental impact and as such, we need to ensure that we are sourcing from suppliers who share our vision.

▼ 4 Environmental

Less...

If your certificate is expiring in the next month or has expired, DO NOT UPLOAD, as Sydney water will reject your prequalification.

4.1 Do you have an Environmental Management System externally certified to ISO 14001?

\*

Unspecified

☐ Environmental Policy or similar outlining environmental commitment

☐ Environmental risk management

☐ Environmental objectives, targets and programs

☐ Internal and external communication on environmental issues

☐ Environmental training of all personnel

☐ Subcontractor and supplier management regarding abilities to comply with the specified environmental requirements and monitoring their performance

☐ Management of non-conformances, corrective and preventative actions

☐ Potential emergency situations and managing and responding to environmental incidents, including pollution incident notifications

☐ Monitoring and measurement of key characteristics of those activities that have or can have a significant impact on the environment

☐ Evaluation of environmental compliance obligations for products and services

☐ Environmental audits and inspections process

4.3 Does your company have an Environmental Policy or plan in place?

4.5 Does your company have an Environmental Management Plan relevant to the goods and services being provided?

\*

Unspecified

4.7 Does your company have an employee responsible for managing Environmental and/or Sustainability matters? If not, please nominate someone who will respond should environmental issues arise. Please provide name, position title, and contact details.

\*

4.8 Has your company / related business entity (including any of its directors or managers) been prosecuted for a breach of environmental legislation (State or Commonwealth) or served with any regulatory actions, penalty notice(s) or environmental protection notice(s), or had Environment Protection Licence suspended or revoked?

\*

Unspecified

4.10 Does your company hold all required licences and specific certification relevant to your industry or services performed (e.g. Asbestos removal, high voltage, hazardous material transport permits, special or regulated waste disposal, arborist and bush regeneration certification, etc.)?

\*

Unspecified

4.12 Do you agree to complete a quarterly waste management, native vegetation reporting, National Greenhouse Energy Report (NGER) and other reporting required to meet our sustainability and net carbon zero commitments?

\*

Unspecified

4.13 Has your company set up a programme for training staff on environmental issues? If yes, does this include:  
1) An employee induction programme that includes protecting and managing risks to the environment?  
2) Keeping a record of all employees who receive training?  
3) Regular updates on environmental issues?

\*

Unspecified

▼ 4.15 Environmental Sustainability

Less...

If your certificate is expiring in the next month or has expired, DO NOT UPLOAD, as Sydney water will reject your prequalification.

4.15.1 Does your company have a sustainability policy, code of conduct or other documentation showing commitment to:

☐ Carbon footprint management (i.e. net zero carbon emissions target and climate change abatement objectives)

☐ Resource use, recovery and management measures

☐ Reduction in energy consumption

☐ Reduction in water consumption

☐ Biodiversity conservation

☐ Sustainable procurement (i.e. ethical sourcing within supply chain, applying circular economy principles in design and delivery of products including waste hierarchy, climate change abatement objectives and net zero carbon emission targets)

4.15.3 Is your company a signatory to the Australian Packaging Covenant (APC) or a member of the Australian Packaging Covenant Organisation (APCO)?

\*

Unspecified

4.15.4 Please provide any other certification you may hold, such as ISO 50001 (Energy Management) or ISO 20400 (Sustainable Procurement).

\*

No

3.1.4 Corporate Social Responsibility

We highly value our social responsibilities and would like to know if our suppliers are aligned with us.

▼ 5 Corporate Social Responsibility

5.1 Does your company have approved policies, procedures and processes that outline your approach to mitigate and report on Modern Slavery in your operations and your supply chain?

\*

Unspecified

3.1.5 Business Resilience

We are looking to partner with suppliers who remain resilient to global and local issues and problems.

▼ 6 Business Resilience

6.1 Does your company conduct background checking (National Police Check / Criminal Record Check ) of its staff?

\*

Unspecified

6.2 Is your company owned or substantially owned by a foreign entity or foreign government?

\*

Unspecified

3.1.6 Financial

As a company, we are looking to partner with suppliers with good financial records.

Getting prequalified  
Version: 4

Document uncontrolled when printed

Page: 5 of 8  
Issue date: 21/03/2025

7 Financial		Less...
If your certificate is expiring in the next month or has expired, <b>DO NOT UPLOAD</b> , as Sydney water will reject your prequalification.		
7.1 Sydney Water generally requires Public Liability insurance of AUD\$20M minimum value. Do you have this level of cover? ⓘ	*	Unspecified ▼
7.2 Sydney Water generally requires Product Liability insurance of AUD\$20M minimum value. Do you have this level of cover? ⓘ	*	Unspecified ▼
7.3 Does your organisation have Workers Compensation insurance? ⓘ	*	Unspecified ▼
7.4 Sydney Water generally requires Professional Indemnity insurance of AUD\$5M minimum value. Do you have this level of cover? ⓘ	*	Unspecified ▼
7.5 Sydney Water generally requires Motor Vehicle Third Party Liability Insurance of AUD\$30M minimum value. Do you have this level of cover? ⓘ	*	Unspecified ▼
7.6 Sydney Water generally requires Plant and Equipment Third Party Liability Insurance of AUD\$30M minimum value. Do you have this level of cover? ⓘ	*	Unspecified ▼
7.7 Has your company traded under any other business or trading names?	*	Unspecified ▼
7.9 Have any of the proprietors, principals, directors, managers or secretaries of your company, or any former business or their spouses ever been bankrupt or ever had any ICAC convictions recorded? If yes, please provide details.	*	Unspecified ▼
7.11 Is your company, its Directors or Key Management Personnel the subject of regulatory action or legal proceedings as a result of litigation, criminal enforcement actions or civil actions for acts suggesting illegal, improper or unethical conduct?	*	Unspecified ▼
7.13 Has your company ever had any ICAC convictions recorded against it?	*	Unspecified ▼
7.14 In the last 5 years, has the organisation or any former business identified within your Corporate Structure, been liquidated or entered into receivership, administration, or creditors' composition pursuant to the Bankruptcy Act or Corporations Law (AU only), or Insolvency Act or Corporations Act (NZ only)?	*	Unspecified ▼

### 3.1.7 IR or HR (Industrial / Human Relations)

These questions ensure that all our suppliers comply with government regulations in terms of handling their workforce. This section is only visible when the answer to question 2.2.2 is a “Yes”.

8 IR or HR	
8.1 Are your employees covered by a Modern Award and/or an Enterprise Bargaining Agreement approved by the Fair Work Commission? ⓘ	* Unspecified ▼
8.3 Are there any court actions and/or industrial tribunal hearings against your company, or any other unresolved issues relating to other regulatory investigations (such as Fair Work Ombudsman)?	* Unspecified ▼
8.5 Has your business been impacted by industrial action in the last 5 years? ⓘ	* Unspecified ▼
8.7 Do you obtain evidence from your employees, confirming their rights to work? ⓘ	* Unspecified ▼
8.8 Are any of your employees employed on a work visa?	* Unspecified ▼
8.11 Do you comply with all relevant legislation relating to the payment of employees and keeping of employment records? ⓘ	* Unspecified ▼

## 3.2 Prequalification Questionnaire Section 2

This prequalification questionnaire is specific to and only required to be completed by our onsite suppliers. Onsite is defined by Sydney Water as **suppliers performing tasks at a Sydney Water site or on a Sydney Water asset; pickup/delivery of high-risk items such as chemicals and biosolids; includes any works requiring a license such as forklift or crane.**

### 3.2.1 Declaration

When the declaration statement is agreed with, required sections will be visible.

Console

Doc5073610311 - Prequalification Questionnaire Section 2 v3.0

Time remaining  
13 days 05:28:31

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

1 About Sydney Water S...  
2 Declaration  
3 Safety

All Content

▼ 1 About Sydney Water Supplier Prequalification

1.1  
Sydney Water conducts supplier prequalification process and manage tender activities using Ariba eProcurement technology.  
Successfully completing a prequalification exercise does not guarantee that we will invite you to a tender or award you any business, contract or purchase order.  
We can only accept one document per question. If you want to attach multiple documents, please consolidate them into one file. All file types are accepted except ".EXE" and ".RAR".  
All supporting documentation must be controlled versions, including Date of Issue, Version Number and Approved By.

1.2 To meet Sydney Water's prequalification requirements, you must complete Prequalification Questionnaire Section 1 and Prequalification Questionnaire Section 2.

▼ 2 Declaration

2.1 I confirm the responses submitted below are true and evidence to support these responses will be requested. Participation in this prequalification exercise does not guarantee participation in a tender activity or award of business.

2.2 Supplier Information

▼ 3 Safety

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

3.2.3 Safety

We aim to ensure that our suppliers are following safety standards to ensure safety of our workforce, customers, and the community more broadly.

▼ 3 Safety Less...

If your certificate is expiring in the next month or has expired, DO NOT UPLOAD, as Sydney water will reject your prequalification.

3.1 What type of supplier are you?  
Note: Please select one option **only**.

☐ Subcontractor (Supplier engaged to carry out work or services on site under a subcontract agreement with Sydney Water or one of the RDPs)  
☐ Goods Supply Only (Supplier that provides tangible goods or materials for use in delivering the work for the Principal or directly for use by Sydney Water or one of the RDPs)  
☐ Goods & Services Supply (Supplier that provides goods and services)  
☐ Services Supply only (Services include any work on Sydney Water owned and operated site/asset including any construction or high risk work, inspecting, testing, maintenance, commissioning, using high risk plant/equipment, geotech work etc.)  
☐ Professional Consultant Services (Supplier that offers professional / expert advice (e.g. solicitors, legal services, marketing, education and training and entertainment), design services or design and construct services)

3.2 Does your company only work in an office environment and not interact with any energy sources on a Sydney Water owned and operated site and/or asset, for example, providing office based service such as legal, marketing, education, entertainment or design services, or installing software, watering plants or similar low risk tasks?  
Note: Do not answer "Yes" to this question if you work in operational areas unsupervised and/or conduct any high risk work. If your company performs consultancy works onsite, your answer should be "No".

☐ Unspecified

3.21 Please indicate if you are performing Construction Works that involve:  
(Allow multiple selection)

☐ Work that involves a risk of a person falling more than two metres  
☐ Work on a telecommunication tower  
☐ Demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure  
☐ Work that involves, or is likely to involve, the disturbance of asbestos  
☐ Structural alterations or repairs that require temporary support to prevent collapse  
☐ Work in or near a confined space  
☐ Work in or near a shaft or trench with an excavated depth greater than 1.5 metres  
☐ Work in or near a tunnel  
☐ Use of explosives  
☐ Work on or near pressurised gas distribution mains or piping  
☐ Work on or near chemical, fuel or refrigerant lines  
☐ Work on or near energised electrical installations or services  
☐ Work in an area that may have a contaminated or flammable atmosphere  
☐ Work involving tilt-up or precast concrete  
☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians  
☐ Work in areas in which there is movement of powered mobile plant  
☐ Work in areas in which there are artificial extremes of temperature  
☐ Work in, on, above or near water or other liquid that involves a risk of drowning  
☐ Work that involves diving work  
☐ None of the above

3.52 Does your company have a safety management system that is certified to ISO 45001\* or accredited to the Office of Federal Safety Commission (OFSC accreditation)?  
Note: If your company undertakes any construction and/or high risk work, safety certification is mandatory.  
  
\* By a registered JAS-ANZ auditor only; only Australian accreditation is acceptable.

☐ Unspecified

3.57 Please specify the following for each of the last three financial years (FY) for your organisation or any subcontractors working for your organisation.  
For each FY:  
- Safety related convictions, prosecutions or safety infringement/improvement notice(s)  
- Number of LTI's (Lost Time Injury)  
- Number of MTI's (Medical Treatment Injury)  
- Number of Near Misses  
- Work hours  
- LTI Frequency  
- TRIFR (Lost time injury frequency rates)  
- Number of work-related fatalities (for last 10 financial years)

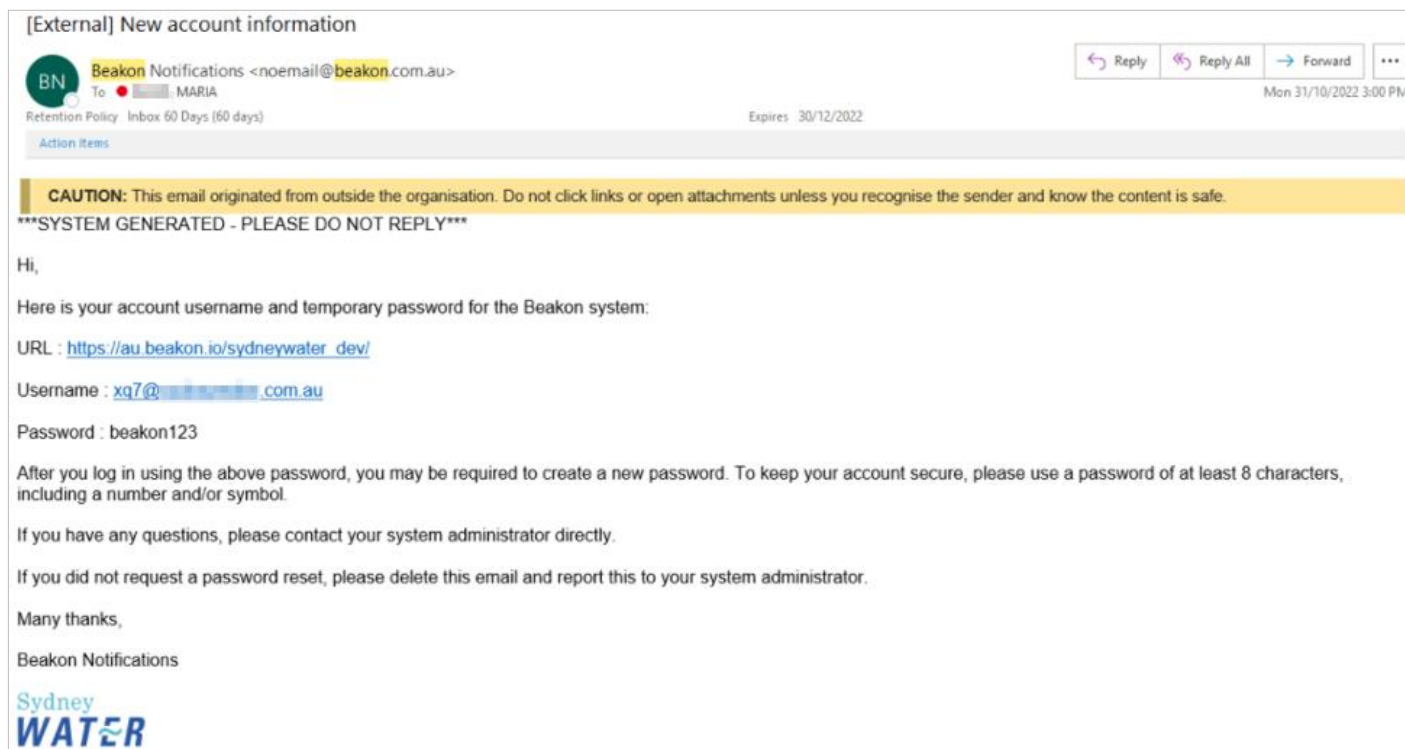
☐ Safety related convictions, prosecutions or safety infringement/improvement notice(s) - FY1 = ??; FY2 = ??; FY3 = ??  
☐ Number of LTI's (Lost Time Injury) - FY1 = ??; FY2 = ??; FY3 = ??  
☐ Number of MTI's (Medical Treatment Injury)

3.58 Please provide supporting documentation / evidence

Attach a file






When Prequalification Questionnaire Section 2 has been approved, you will receive a Beakon-generated email notifying you that a profile has been created for your organisation in Beakon. You are required to action this email and subscribe to Beakon in a user pay model. Beakon will contact you if they require further information as part of safety prequalification and electronic permit to work (ePTW).



## 4. Provide access to prequalification questionnaires

As access to proposals / questionnaires is provided at the supplier contact level, not organisation level, refer to [Responding to supplier questionnaires and sourcing opportunities](#) in section **Add a colleague as member of response team** to provide eligible colleagues access to the prequalification questionnaires.

## 5. Support

	Did not find what you're looking for? Access all Sydney Water supplier support resources <a href="#">here</a> .
	To get assistance specific to your situation, contact us at <a href="mailto:businessconnect@sydneywater.com.au">businessconnect@sydneywater.com.au</a> .
	For SAP product documentation and supplier support, visit the <a href="#">SAP Help Centre</a> .